

## Instructions for re-validating your Enfield Alert account

**Step 1: Log back in to the Portal at <http://www.enfield-ct.gov/320/Emergency-Management>, then navigate to the Enfield Alert Program Sign-up (Everbridge) link under the Resources section at the bottom of the page.**

- + At the opt-in Portal, you will be prompted to enter your username and password:
- + **The username MUST be entered in ALL LOWER CASE characters, even if uppercase letters were originally used.**
- + If you have forgotten your username, contact your jurisdiction to retrieve your old username, or simply create a new account.

**Enfield Alert Program**  
The Town of Enfield, CT 06082

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### Enfield Alert Program

Get alerted about emergencies and other important community news by signing up for our Enfield Alert Program. This notification system enables the Town of Enfield, CT to provide you with critical information quickly in a variety of situations, such as severe weather, unexpected road closures, missing persons, school closures and delayed openings, on-street parking bans and evacuation of buildings or neighborhoods.

You will receive time-sensitive messages wherever you specify, such as your home, cell, or business phone, email,\* text messages, hearing impaired receiving devices, and more. You pick where, you pick how.

Individuals with disabilities who need assistance can register by calling Enfield Alerts at 860-253-6446 and someone will get back to you in a timely manner.

\* Lengthy messages will not be sent via text messaging. Please include other forms of communication when registering.

The username or password is invalid, please relogin again.

#### Login to your account

Username [Forgot username](#)

User Name

Password [Forgot password](#)

Password

☐ Keep me signed in (Uncheck if on a shared computer)

[Login](#)

Don't have an account? [Sign up](#)


## Step 2: Verify Your Identity

Once a valid username is entered, you'll be prompted to answer a security question from SmartGIS.

### Please verify your identity

Username	<input type="text" value="username"/>
Security Question	What is your city or town of birth?
Security Answer	<input type="text" value="security answer"/>

Login

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## Step 3: Update Account info

After successfully answering your security question, you have successfully re-registered your username in the new system. You can now create a new password:

### Please update your account information

* Username	<input type="text" value="username here"/> <small>Combine upper case letters, lowercase letters, numbers and dash or underscore. (4 characters minimum, case sensitive)</small>
* Password	<input type="password"/> <small>Password must be 8 to 64 characters long and contain at least one letter and one number. Special characters are permitted, but limited to \@\#\%\^\&amp;*{}.</small>
* Confirm Password	<input type="password"/>
* Security Question	<input type="text" value="security question here"/>
* Answer	<input type="text" value="security answer here"/>
Registration Email	<input type="text" value="e-mail for registration"/>

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Sign Up

## Step 4: Update Contact info

Update your existing contact information and subscriptions as necessary:

### My Profile

\* First Name

\* Last Name

Registration Email

Here's how to contact me. **your contact methods**

1) Personal E-mail

gregorytcannon@gmail.com

2) SMS Text Ph # 1

United States ▼

555-555-5555

3) SMS Text Ph # 2

United States ▼

555-555-5555

4) Business E-mail

email@email.com

5) Mobile Phone

United States ▼

555-555-5555

6) Business Mobile

United States ▼

555-555-5555

7) Home Phone

United States ▼

555-555-5555

8) Business Phone

United States ▼

555-555-5555

Ext

5555

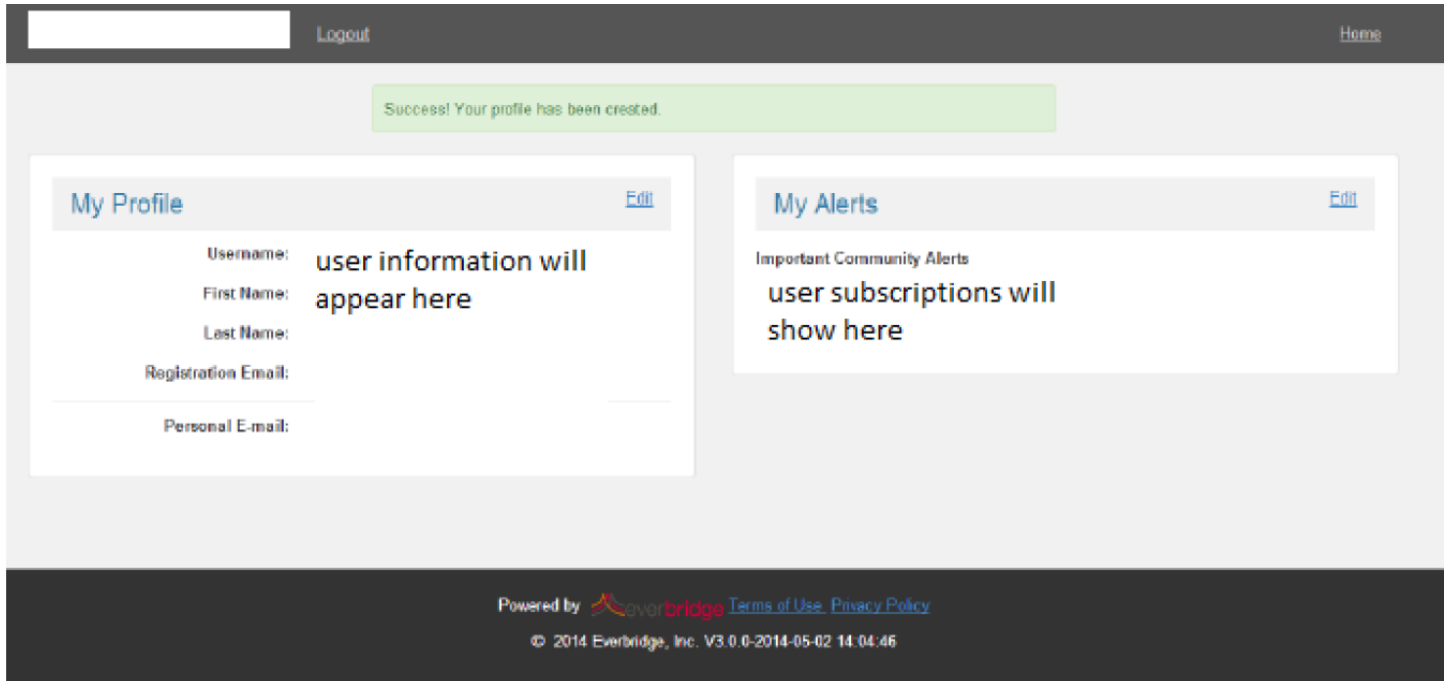
9) TTY/TTD

United States ▼

555-555-5555

### **Step 5: Registration Complete**

*Once you enter data for all of the required fields and save your profile, the re-registration process is complete.*



The screenshot shows a web interface for a user profile. At the top, there is a dark grey header bar with a white input field on the left, a "Logout" link in the center, and a "Home" link on the right. Below the header, a green success message box states: "Success! Your profile has been created." The main content area is divided into two columns. The left column is titled "My Profile" and contains a list of fields: "Username:" (with the text "user information will appear here"), "First Name:" (with the text "appear here"), "Last Name:", "Registration Email:", and "Personal E-mail:". Each field has a corresponding input box. To the right of the "My Profile" title is an "Edit" link. The right column is titled "My Alerts" and contains the text "Important Community Alerts" and "user subscriptions will show here". To the right of the "My Alerts" title is an "Edit" link. At the bottom of the page, there is a dark grey footer bar containing the text "Powered by" followed by the Everbridge logo, the links "Terms of Use" and "Privacy Policy", and the copyright notice "© 2014 Everbridge, Inc. V3.0.0-2014-05-02 14:04:46".

### **Step 6: Update Your Profile**

*Login to your account with your username and password any time to update your profile.*